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# FREEDOM OF INFORMATION PUBLICATION SCHEME

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Person(s) Responsible:	Business Manager
Governors' Committee:	Resources Committee
Last Review Date:	Autumn 2021
Next Review Date:	Autumn 2023
Status:	Statutory

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**Collingwood College under the model publication scheme**

**1. Publication Scheme**

- 1.1 This is the Publication Scheme for Collingwood College. It sets out the classes of information that the College publishes or intends to publish. It specifies the manner in which information is or is intended to be published. It also specifies whether or not the material is available free of charge or at what cost.
- 1.2 Much of the information covered by the Publication Scheme will be provided on the Colleges website. Paper documents will be provide if requested, although there will be a charge for this.
- 1.3 The College will respond to any requests for information promptly, in any event, normally within twenty working days (excluding College holidays).

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
Collingwood College is a Department for Education (DfE) Academy Trust based on a large campus accessed via Kingston Road in Camberley, Surrey, GU15 4AE  E-mail: <a href="mailto:tc@collingwood.surrey.sch.uk">tc@collingwood.surrey.sch.uk</a>  Website: <a href="http://www.collingwoodcollege.com">www.collingwoodcollege.com</a>  Telephone: 01276 457 600	Website/Hard Copy	
Principal:  Mr E Tanner <a href="mailto:e.tanner@collingwood.surrey.sch.uk">e.tanner@collingwood.surrey.sch.uk</a>		
Who's who on the Governing Board and the basis of their appointment  Chair of Governors: Mr S Barker Vice Chair of Governors: Dr J Welch  Full Governors List	Website	Free
Articles of Association	Website Hard Copy	Free Actual print, postage & facilitation cost

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Contact details for the Principal and for the Governing Board (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	Free Actual print, postage & facilitation cost
College Prospectus	Website/Hard Copy	Free
List of key staff	Website Hard Copy	Free Actual print, postage & facilitation cost
College session times and term dates	Website	Free

<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Financial statements	Website	Online
Capitalised funding	Hard Copy	Actual print, postage & facilitation cost
Additional funding	Hard Copy	Actual print, postage & facilitation cost
Procurement and projects	Hard Copy	Actual print, postage & facilitation cost
Pay policy	Hard Copy	Actual print, postage & facilitation cost
Staffing and grading structure	Hard Copy	Actual print, postage & facilitation cost
Trustees’/Governors’ allowances	Hard Copy	Actual print, postage & facilitation cost

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Current information as a minimum		
College profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>The latest Ofsted report           <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	Website  Hard Copy	Free  Actual print, postage & facilitation cost

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Performance management policy and procedures adopted by the Governing Board	Hard Copy	Actual print, postage & facilitation cost
College improvement plans	Hard Copy	Actual print, postage & facilitation cost

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Website Hard Copy	Free Actual print, postage & facilitation cost
Agendas of meetings of the Governing Board and (if held) its committees	Hard Copy	Actual print, postage & facilitation cost
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meetings.	Hard Copy	Actual print, postage & facilitation cost

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only		
College policies including: <ul style="list-style-type: none"> <li>• Charging and Remissions Policy</li> <li>• Health, Welfare and Safety</li> <li>• Complaints Procedure</li> <li>• Staff Conduct Policy</li> <li>• Discipline and grievance policies</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>	All: Website/Parent Portal  Hard Copy	Free  Actual print, postage & facilitation cost

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Student and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school Agreement</li> <li>• Curriculum</li> <li>• Relationship and Sex Education</li> <li>• Special Educational Needs and Disabilities</li> <li>• Accessibility Plan</li> <li>• Single Equality Policy</li> <li>• Collective Worship</li> <li>• Careers Education</li> <li>• Student Discipline</li> </ul>	All: Website/ Parent Portal  Hard Copy	Free  Actual print, postage & facilitation cost
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection policies (including information sharing)</li> <li>• Privacy notices</li> </ul>	Hard Copy  Website Hard Copy	Actual print, postage & facilitation cost  Free Actual print, postage & facilitation cost

<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	Some information may only be available by inspection	
Curriculum circulars and statutory instruments	Hard Copy (Prospectus)  Hard Copy Printed	Free  Actual print, postage & facilitation cost
Disclosure logs	Hard Copy	Actual print, postage & facilitation cost
Asset register	Hard Copy	Actual print, postage & facilitation cost
Any information the College is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>		Actual print, postage & facilitation cost

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<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	Some information may only be available by inspection	
Extra-curricular activities	Website	Free
Out of College clubs	Website	Free
College publications	Website/Parent Portal	Free
Services for which the College is entitled to recover a fee, together with those fees	Website/Parent Portal	Free
Leaflets, books and newsletters	Website/Parent Portal	Free

**Procedures for making requests:**

Contact details are set out below or you can visit our website at [www.collingwoodcollege.com](http://www.collingwoodcollege.com). Email: [tc@collingwood.surrey.sch.uk](mailto:tc@collingwood.surrey.sch.uk) please mark for the attention of the Principal.

Tel: 01276 457 600

Contact Address: Collingwood College, Kingston Road, Camberley GU15 4AE

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS please). If the information you are looking for is not available via the Publication Scheme and is not on our website, you can still contact the College to ask if we have it. In this instance, please mark your enquiry for the attention of the Principal.

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at.

If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos, we will expect payment before fulfilling your request.

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TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ 15p per sheet (black & white)	Actual cost *
<b>Photocopy</b>	Photocopying/printing @ 20p per sheet (colour)	Actual cost
<b>Postage</b>	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class by size and weight
<b>Print</b>	Printed Publications	As per published price
<b>Video</b>	Video	Actual cost
<b>DVD</b>	DVD	Actual cost
<b>Staff Time/Resources</b>	£25.00 per hour to facilitate the request	Hourly cost as set out by ICO
<b>Translation</b>	Translation of information into another language	Actual cost
<b>VAT</b>	VAT will be chargeable in the circumstances that another body holds the information as well as the College	Actual VAT cost
<b>High cost requests</b>	Requests that are expected to cost more than £450 is discretionary and the College may refuse such requests	Actual cost

\* The actual cost incurred by the College